

MECKLENBURG COUNTY PUBLIC SCHOOLS
FACILITY USE FORM

I. BUILDING USE REQUEST

The _____ requests the use of _____
Organization School

_____ (Part of school to be used) for the purpose of:

On _____ from _____ to _____
Day and Date Start Time End Time

Is this a onetime facility use request or recurring? _____ One time _____ Recurring

If recurring, please provide those additional details here (Please note, this form is good for a maximum of six months):

Will activity be open to the public? _____ YES _____ No

Will admission be charged? _____ YES _____ No

If yes, proceeds will be used for?

Print name, address, and telephone number(s) of person responsible for the event and use of this MCPS facility:

INSURANCE INFORMATION

Do you (the requesting organization) have an in-force public liability policy? _____ YES _____ NO

What are the limits of the liability? (It must include \$1,000,000 personal liability)

Bodily Injury coverage limit: \$ _____

Property damage coverage limit: \$ _____

II. RULES GOVERNING USE OF FACILITIES (Please review full MCPS School Board Policy KG and Regulation KG-R1)

Facility Fee Worksheet:

Space requested fee: \$ _____

Custodial fee: \$ _____

Special Equipment fee: \$ _____

Total fee due to school: \$ _____

Organization Representative Signature: _____

Organization Representative Print Name: _____

Date: _____

OFFICE USE ONLY

RECOMMENDED APPROVAL: _____ YES _____ NO

Principal's Signature**: _____

Date: _____

If facility use is approved, please promptly submit work order request for HVAC/Special Requests.

If facility use is approved, after conclusion of event, collect and verify timesheet and submit to Supervisor of Maintenance and Operations. You will receive an invoice from Maintenance and Operations.

APPROVED: _____ NOT APPROVED: _____

(Division Superintendent or Designee Signature**)

DATE

**Requires the signature of the building principal and the division superintendent or designee for final approval. Fees are set by the Mecklenburg County School Board. The building principal does not have the authority to waive any fees.